

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Issued	Effective Date
Authority/References	Subject	
<p>KRS 196.030, 196.035, 439.310, 439.3101, 439.600, 439.630 P &amp; P ACA 2A-01, 2A-07, 2F-01, 3A-26, 3A-27, 3A-28, 3D-03</p>	<b>CHAIN OF COMMAND</b>	

## I. DEFINITIONS

“Auxiliary personnel” means a person used in any role outlined by subsection II.D.5. of this policy and assigned to work in a particular district.

## II. POLICY AND PROCEDURE

- A. The Director of Probation and Parole shall be charged with the administration of the Division of Probation and Parole. The Director shall perform duties at the direction of the Commissioner and Deputy Commissioner of the Department of Corrections. Duties of the Director are outlined in CPP 27-02-01 (Duties of Director).
- B. The Assistant Director shall serve as a designee of the Director and provide assistance and oversight in the operations of the Division. The Assistant Director shall perform other duties at the direction of the Commissioner, Deputy Commissioner, or Director of Probation and Parole.
- C. A Branch Manager shall be charged with the administration and oversight of a region, group of programs, or operational units. The Branch Manager shall report directly to the Director’s Office and shall assume specific tasks as assigned by the Director that are relevant to the manager’s area of oversight. (3D-03)
- D. A District Supervisor shall be charged with the administration and oversight of a Probation and Parole district. The District Supervisor shall report to a Branch Manager or to the Director if a Branch Manager is not assigned. The District Supervisor shall assume tasks as assigned by a Branch Manager or the Director that are relevant to the overall operations of the Probation and Parole district.
  1. Each District Supervisor and Assistant Supervisor shall meet the qualifications established by the Personnel Cabinet and shall be trained in the supervisory function. The District Supervisor or designee shall assign

Policy Number	Effective Date	Page
27-02-03	April 23, 2015	2

and supervise the work of officers and support staff in his assigned area. (3A-26)

2. The District Supervisor or designee shall compile one report for the district that reflects the workload of each officer and it shall be submitted to Central Office by the fourth working day of the month. The District Supervisor or designee shall review the monthly report for compliance with Corrections Policy and Procedure and conduct an audit on the list of absconders named to ensure that a warrant has been requested or issued.
  3. The District Supervisor or designee shall at least annually review each officer's compliance with agency regulations, for example, contact requirements, report writing and deadlines. This shall be accomplished by review of the narratives notes in the offender management system, by continuous review of Presentence Investigations and other documents, and a field audit. Compliance with Corrections Policy and Procedure shall also be considered. A minimum of ten cases shall be reviewed annually. (3A-27)
  4. The District Supervisor or designee shall conduct district meetings monthly. The meetings shall include a meeting agenda and minutes. Copies of each shall be retained and stored electronically to be reviewed by the Director's Office. This meeting shall encourage two-way communication between all levels of staff, the Assistant Supervisor, and the District Supervisor.
  5. Auxiliary personnel shall report to the District Supervisor where the auxiliary personnel are located. The District Supervisor shall allocate work to the clerical staff. The clerical workload shall be reviewed annually by the District Supervisor or designee and a report submitted to the Director or designee. (3A-28)
- E. An Assistant District Supervisor shall assist the District Supervisor in the administration and oversight of a Probation and Parole district. The Assistant Supervisor shall report directly to the District Supervisor and shall assume tasks as assigned by the District Supervisor. These tasks shall include:
1. Training and staff development.
  2. Monitor staff time and attendance.
  3. Provide direction and guidance to line staff.

Policy Number	Effective Date	Page
27-02-03	April 23, 2015	3

4. Oversee case management decisions and provide approvals for staff.
  5. Assists District Supervisor with case audits.
- F. A probation and parole officer shall report to the District Supervisor or Assistant District Supervisor assigned to his district. The duties of the Probation and Parole officer and investigator have been developed within the agency mission:
1. Providing necessary services to the offender with the goal of protecting the community and reducing the probability of continued criminal behavior on the part of the offender. (2A-01)
  2. Encouraging services and opportunities for offenders to take responsibility for their actions. (2F-01)
  3. Supporting supervision strategies and programs demonstrated by evidence based practices to enhance compliance and reduce criminal behavior. (2A-07)
- G. If an employee's immediate supervisor is not available due to a position vacancy, temporary absence, or other emergency circumstances, the employee shall report to the next level of supervisory or administrative staff.